

DLA PHILADELPHIA

DIRECTOR, DLR PROCUREMENT OPERATIONS (DSCR-ZC)

MISSION:

To provide full life-cycle contracting expertise and execution for the acquisition of any depot level reparable items assigned for procurement action to the DLA- Philadelphia Procurement Operations. This shall include providing assistance to customers in developing appropriate acquisition strategies, and performing the full range of planning, execution, and administration of contractual actions to help ensure timely delivery of the required supplies. The DLA-Philadelphia Directorate will strive to team with other DLA and Component Contracting Activities to leverage DoD's buying position, present a unified, single face to industry, and implement improved business processes, with the overall goal being improved support and readiness within the warfighters' supply chains.

FUNCTION:

Provide guidance and oversight to ensure that DLA Philadelphia performs the full-range of contractual support, actions, and functions required to ensure the timely delivery of depot level reparable items assigned for procurement action to the DLA-Philadelphia Directorate. This will include, but may not be limited to, the following:

1. Serve as the Director for the DLR Procurement Operations organization and Chief of the Contracting Office (CCO) for DLA Philadelphia.
2. Supervises three DLA Philadelphia Contracting Divisions and one Procurement Support Function.
3. Serve as the principal advisor to the NAVICP Philadelphia and Defense Supply Center Richmond (DSCR) Commanders, the PEOs, and other senior executives on acquisition and contracting mission activities related to DLR procurement.
4. Represent the DLA Philadelphia contracting organization and mission to DSCR and higher headquarters.
5. Performance of these functions will be facilitated by aligning the three contracting divisions of DLA Philadelphia with their customers to support specific weapons systems and categories of equipment, while at the same time maintaining a supplier-centricity aimed at consolidating workload with major Industry partners.

FIXED WING DIVISION (DSCR-ZCA)

MISSION:

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FUNCTIONS:

To perform the full-range of contractual support, actions, and functions required to ensure the timely delivery of depot level reparable items assigned for procurement action to DLA Philadelphia. This will include, but may not be limited to, the following:

1. Assist in acquisition planning and acquisition strategy development, including the review of purchase requests and the determination of the appropriate contracting method.
2. Perform market surveys, identify potential suppliers, and develop and release pre-solicitation notifications and solicitations.
3. Analyze and evaluate offers, bids, and quotations.
4. Conduct negotiations with prospective suppliers.
5. Award, manage, administer, modify, and terminate contractual actions as necessary, and resolve all issues arising from acquisitions executed.
6. Coordinate with the Small Business community to ensure that socioeconomic concerns are appropriately addressed.
7. Strive to help develop new sources of supply, obtain current information concerning material availability, and stay abreast of cost and pricing data and trends.
8. Proactively develop, monitor, and manage DLA Philadelphia performance metrics and goals, and take actions necessary to achieve these goals. Also, assess and adapt when changes to these metrics and goals are warranted.
9. Partner with customers, Industry and other DLA and DoD activities to identify and execute acquisition opportunities that can improve supply chain support.
10. Coordinate with customers to ensure mutual understanding of acquisition goals, expectations, and outcomes.

HELICOPTERS DIVISION (DSCR-ZCB)

MISSION:

To provide full life-cycle contracting expertise and execution for the acquisition of any depot level reparable items assigned for procurement action to the DLA- Philadelphia Procurement Operations. This shall include providing assistance to customers in developing appropriate acquisition strategies, and performing the full range of planning, execution, and administration of contractual actions to help ensure timely delivery of the required supplies.

FUNCTIONS:

To perform the full-range of contractual support, actions, and functions required to ensure the timely delivery of depot level reparable items assigned for procurement action to DLA Philadelphia. This will include, but may not be limited to, the following:

1. Assist in acquisition planning and acquisition strategy development, including the review of purchase requests and the determination of the appropriate contracting method.
2. Perform market surveys, identify potential suppliers, and develop and release pre-solicitation notifications and solicitations.
3. Analyze and evaluate offers, bids, and quotations.
4. Conduct negotiations with prospective suppliers.
5. Award, manage, administer, modify, and terminate contractual actions as necessary, and resolve all issues arising from acquisitions executed.
6. Coordinate with the Small Business community to ensure that socioeconomic concerns are appropriately addressed.
7. Strive to help develop new sources of supply, obtain current information concerning material availability, and stay abreast of cost and pricing data and trends.
8. Proactively develop, monitor, and manage DLA Philadelphia performance metrics and goals, and take actions necessary to achieve these goals. Also, assess and adapt when changes to these metrics and goals are warranted.
9. Partner with customers, Industry and other DLA and DoD activities to identify and execute acquisition opportunities that can improve supply chain support.
10. Coordinate with customers to ensure mutual understanding of acquisition goals, expectations, and outcomes.

COMMON SYSTEMS DIVISION (DSCR-ZCC)

MISSION:

To provide full life-cycle contracting expertise and execution for the acquisition of any depot level reparable items assigned for procurement action to the DLA- Philadelphia Procurement Operations. This shall include providing assistance to customers in developing appropriate acquisition strategies, and performing the full range of planning, execution, and administration of contractual actions to help ensure timely delivery of the required supplies.

FUNCTIONS:

To perform the full-range of contractual support, actions, and functions required to ensure the timely delivery of depot level reparable items assigned for procurement action to DLA Philadelphia. This will include, but may not be limited to, the following:

1. Assist in acquisition planning and acquisition strategy development, including the review of purchase requests and the determination of the appropriate contracting method.
2. Perform market surveys, identify potential suppliers, and develop and release pre-solicitation notifications and solicitations.
3. Analyze and evaluate offers, bids, and quotations.
4. Conduct negotiations with prospective suppliers.
5. Award, manage, administer, modify, and terminate contractual actions as necessary, and resolve all issues arising from acquisitions executed.
6. Coordinate with the Small Business community to ensure that socioeconomic concerns are appropriately addressed.
7. Strive to help develop new sources of supply, obtain current information concerning material availability, and stay abreast of cost and pricing data and trends.
8. Proactively develop, monitor, and manage DLA Philadelphia performance metrics and goals, and take actions necessary to achieve these goals. Also, assess and adapt when changes to these metrics and goals are warranted.
9. Partner with customers, Industry and other DLA and DoD activities to identify and execute acquisition opportunities that can improve supply chain support.
10. Coordinate with customers to ensure mutual understanding of acquisition goals, expectations, and outcomes.

PROCUREMENT SUPPORT DIVISION (DSCR-ZCD)

MISSION:

To perform procurement support related functions required to ensure the timely delivery of depot level reparable items assigned for procurement action to DLA Philadelphia. This will include, but may not be limited to, the following:

FUNCTIONS:

1. Provides information and data on staffing, budget and organizational aspects of the operation.
2. Manages the annual Financial Operating Targets (OPTARs) to ensure authorized funding is not exceeded and that execution guidance is followed.
3. Responsible for analyzing, evaluating and determining the releasability of information pertaining to procurement/acquisition records, security investigations, personnel records or other documents requested under FOIA and the Privacy Act.
4. Coordinates training of personnel including acting as training administrator. Maintains an education and training record for employees and coordinates DAWIA issues. Processes Requests for Personnel Action.
5. Conducts work measurement, methods and procedures and other metrics to measure performance of employees and suppliers.
6. Conducts internal review of contracting processes and documents.
7. Responsibility for providing expert acquisition advice regarding small and small disadvantaged businesses and for maintaining a program designed to identify capable small and small disadvantaged businesses for contracting opportunities within the DLR Contracting Group.
8. Responsible for promoting the acquisition of commercial items, promoting full and open competition, challenging requirements that are not stated in terms of functions to be performed or performance required and challenging barriers to the acquisition of commercial items and full and open competition.
9. Physical distribution of contract files and solicitations.